



Office of the City Clerk

Weekly Report – for Week Ending September 14, 2018

OFFICE OF THE CITY CLERK – PROJECT HIGHLIGHTS AND STATUS

Elections

September is Civic Engagement Month and staff is busy conducting outreach and registering voters before the voter registration deadline for the upcoming November 6 Election. This week staff focused on youth outreach and conducted a combination of mock elections and civic engagement presentations at Alliance Burton Technical Academy High School (CD8), Alliance Gertz Rossler Charter High School (CD1), Sylmar Charter High School (CD 7), and Reseda Charter High School (CD3).

In coordination with the ACLU's *Unlock the Vote* effort which assists eligible voters in the penal system, staff visited the LA County Men's Central Jail/Twin Towers to register voters. This effort is in tandem with the Clerk's *Free the Vote* Initiative. A voter information table was staffed at the COFECA Festival (CD1) targeting the large Central American community of Los Angeles.

Staff collaborated with the Mayor's Office on logistics for an LAUSD-wide voter registration effort including the distribution of voter registration forms at all LAUSD high schools.



Neighborhood Council (NC) Elections

Staff began attending individual NC board and committee meetings to discuss the upcoming 2019 NC Elections.

Staff is preparing for the "2019 NC ELECTIONS: WHO, WHAT, WHEN, WHERE & HOW?" Workshop which will be presented at the 2019 Congress of Neighborhoods on Saturday, September 22. This workshop will provide NC stakeholders information about the 2019 NC elections, including who can run, what takes place during the election cycle, and how stakeholders can become involved as a candidate, voter, or volunteer.

Neighborhood Council (NC) Funding

The NC System has committed \$455,893, or 11%, of its \$4.1M annual budget. Staff provided funding information and recent updates at the Harbor Area and Valley Area Alliance meetings.

Records Management

The Records Management Officer and the Archivist attended a seminar on digital preservation by ARMA International (formerly known as the Association of Records Managers and Administrators).

The Los Angeles County General Counsel's Office researched council files pertaining to the acquisition of land by the City in Exposition Park.



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Systems

The Department of Neighborhood Empowerment (DONE) continues to provide mapping updates to the NC map boundary database. Staff has updated more than 40 NC maps thus far.

Starting January 2020, Microsoft will not be providing security patches to computers running Windows 7 Operating System. As part of the PC refresh program, staff upgraded more than 30 computer operating systems to Windows 10 throughout the department. All PCs and laptops are expected to be migrated to Windows 10 by 2019.